How to Access the Emergency Data System (EMDS) for Next-of-Kin

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The Emergency Data System (EMDS) is a secure web program. Before you can use EMDS you must first log in to the AFPC Secure Web site. To get started, go to the Directorate of Civilian Personnel Operations (AFPC/DPC) web page at http://www.afpc.randolph.af.mil/dpc. Roll your cursor across "EMDS" (one of the menu items across the top of the web page) and a drop-down box will appear. (Before you click on "Enter EMDS" to start the log in process, we recommend you first read the information on the EMDS Home Page and "Instructions for Completing EMDS Form.")

(NOTE: Civilian Personnel Flights (CPFs) must complete impact and implementation (I & I) bargaining with the local union before employees at that Air Force Base can access EMDS. To determine if your base has access to EMDS, click on "View Authorized Bases."

When you're ready to complete the EMDS form, click "Enter EMDS" to start the AFPC Secure log in process. There are two ways to log in to AFPC Secure: 1) via Common Access Card (CAC) and CAC personal identification number (PIN) if your DoD PKI certificate has been loaded; and 2) the regular AFPC Secure UserID and password.

When you click on "Enter EMDS," a "Client Authentication" dialog box will appear that looks like this:
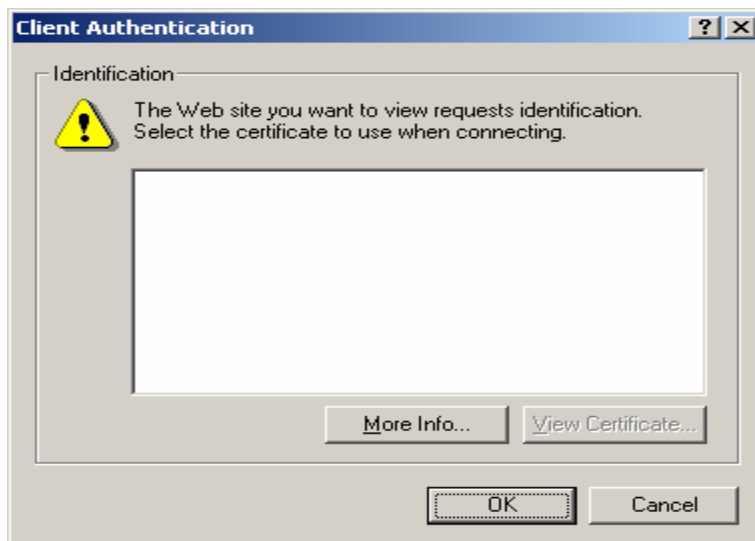
- If your web browser has been configured for use with the Common Access Card (CAC), your name and a certificate number will appear in the white area of the above box. If you want to use CAC card to log into AFPC Secure, click the "OK" button. See "DoD PKI Certificate/CAC" below for the next steps in the log in process.

- If you don't want to use your CAC card or your name and certificate number doesn't appear in the box, click the "Cancel" button. See "UserID and Password" below for the next steps in the log in process.

DoD PKI Certificate/CAC

-- Click "OK" when you see your name and certificate number in the "Client Authentication" dialog box. Insert your CAC card into the reader on your computer, and enter your CAC PIN at the prompt. You will then be given access to the AFPC Secure web. From there, click the EMDS button and complete or update your emergency next-of-kin data.

-- If this is your first time in AFPC Secure, be sure to establish a UserID and password while logged on. You'll need a UserID and password to log into AFPC Secure from another workstation of from your home computer. To establish a UserID and password, scroll down until you see "Please click on the appropriate button to create/re-create an account" and click on the 'Civilian' button.

UserID and Password

Click the "Cancel" button on the Client Authentication dialog box.

- If this is your **first** time logging into AFPC secure:

-- Scroll down until you see the prompt to create/re-create an account and click on the "Civilian" button. The Civilian Verification Screen will appear. Enter your social security number (SSN), date of birth, service computation date for leave, pay plan, grade, and step. You will find this information on your most recent Leave and Earnings Statement (LES) or SF 50 (Notification of Personnel Action).

-- Once the system accepts this information, you will create a UserID and password. The UserID will default to the first four letters of your last name and the last four numbers of your SSN unless you enter a different one. The system will require you to enter a valid E-mail address either at home or work. After the system accepts your UserID and password, click on "Return to Login Screen." The system will take you back to the AFPC Secure Web Sites Login page where you will input your newly created UserID and password and press "Submit." A list of secure web sites will appear. Before you enter EMDS, we recommend you scroll to the bottom and click on the "Create/Edit Questions" button. This feature allows you to create 4 revalidation questions and answers. If you later forget your password, click on the "Password Re-creation Process" button, answer your questions, and the system will allow you to create a new password.

-- Click on the "EMDS" button and complete or update your emergency next-of-kin data.

- If you **already have a UserID and password**, input it.

-- A list of secure web sites will appear. Click the "EMDS" button and complete or update your emergency next-of-kin data.

Logging into AFPC Secure from another workstation or your home computer. Click Cancel when the "Client Authentication" dialog box appears on the screen, enter your UserID/password, and press "Submit." (Don't have a UserID/password? If you've never logged into AFPC Secure before, follow the instructions under "UserID and Password" above. However, if you've previously logged into AFPC Secure with your CAC, you'll need go to your own workstation, log in again using your CAC, and establish a UserID and password.)

PLEASE NOTE: If you forget your UserID and it has been less than 120 days since you last accessed AFPC Secure, call the DPC Civilian Customer Support Center at the phone number at the bottom of the AFPC Secure Web page for assistance. If you have not used AFPC Secure for over 120 days, your account is now non-existent. You may recreate your account by clicking on the "Civilian" button and entering your SSN, date of birth, service computation date for leave, pay plan, grade, and step (obtain from your most recent LES or SF 50). If you forget your password, you have three options: 1) if you previously created the 4 revalidation questions, click on "Password Re-creation Process," answer your questions, and enter a new password; 2) call the DPC Customer Support Center for help; or 3) log in using your CAC and change your password by clicking on the "Change Password" button, entering a new password, and confirming it.